Organized by:

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CAAS Civil Aviation Authority of Singapore

e2i Employment and Employability Institute

# Project IMDD

## About Project IMDD

Project IMDD (Inspire, Mentor, Discover and Develop) connects talented students like you with leading logistics companies through internships and on-the-job learning. You'll gain hands-on experience, professional mentorship, and a real-world understanding of the industry. The program also includes industry site visits, professional development workshops, and personality profiling to help you discover your strengths and align them with future career paths. These experiences are designed to prepare you for a smooth transition into full-time employment and give you a competitive edge in the job market.

## Message from Project IMDD Team

Dear Students,

We are pleased to share with you a brochure listing current internship job descriptions. Some companies will be present at the upcoming career fair at Nanyang Polytechnic 26th Nov 2026. We look forward to seeing you there!

1) Internship Application link: https://www.saaa.org.sg/project-imdd/applicants#imdd-internship-form
2) Should your resume be unavailable at the moment, you may register your interest first via the Internship interest link: **https://forms.gle/bwRkx8PJ3hJPZ6kV8**
   **Follow up action required: After indicating interest, kindly note to submit your resume asap via the Internship Application link (first link) when it's available.**

The companies which will be physically present as exhibitors at ITE College East on 22nd May 2026 are:

1) **B&H Worldwide (SG) Pte Ltd**
2) **CTI Logistics Pte Ltd**
3) **KC Intel Logistics Singapore Pte Ltd**
4) **Union Air Freight (S) Pte Ltd**
5) **Sky Leader Freight Pte Ltd**

Companies not present on-site still have internship opportunities listed on the Project IMDD website:

1) **Logisteed Pte Ltd**
2) **Morrison Express Pte Ltd**

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# JOB OPPORTUNIES

Project IMDD

1. **B&H Worldwide (S) Pte Ltd**
   - Marketing Intern 1pax
2. **CTI Logistics Pte Ltd**
   - Air Freight Export Coordinator 1pax
   - Air Freight Import Coordinator 1pax
   - Air Freight Warehouse Coordinator 1pax
3. **KC International Logistics (S) Pte Ltd**
   - Operations Assistant Air Freight 2pax
   - Operations Assistant Sea Freight 2pax
   - Operations Assistant Human Resource and General Administration 1pax
4. **Sky Leader**
   - Operations & Customer Service
5. **Union Air Freight Pte Ltd**
   - Air Freight Intern 2-4pax



*Please note that this companies will exhibit onsite at Nanyang Polytechnic on 26th November 2026. Please approach their booth to ask for more detail and feel free to apply for their available vacancies via the link: https://www.saaa.org.sg/project-imdd/applicants#imdd-internship-form

# JOB OPPORTUNIES

6. **Logisteed Pte Ltd**
   - Forwarding Interns (Air & Sea Freight)
7. **Morrison Express**
   - Air Export Customer Services




*Please note that these companies are not present onsite on 26th November 2026 event, however, you may apply for their available vacancies via the link: https://www.saaa.org.sg/project-imdd/applicants#imdd-internship-form

# Job Availablitiy

## Position: Digital Communications Intern

**Digital Communications Intern**

**Company:** B&H Worldwide
**Location:** Singapore
**Duration:** 6 Months (Full-Time, On-Site)
**Reporting to:** Digital Marketing Manager

**About B&H Worldwide (and Project IMDD)**

Recognised by the Global Institute of Logistics as the world's *Best-in-Class Global Aerospace Logistics Company*, B&H Worldwide is a leading specialist in time-critical aerospace logistics.

Our marketing team doesn't just support the business — we actively shape how the global aviation industry sees our brand.

This internship is offered as part of **Project IMDD**, an initiative by the **Singapore Aircargo Agents Association (SAAA)** that nurtures young talent for the logistics industry. We aim to provide meaningful internships, mentorship, and long-term career development.

**Our internship programme has been featured in leading aerospace and air cargo trade media**, including *Air Cargo Week, Air Cargo Update, AeroMorning Aerospace News Magazine, Avia Updates Cargo, Cargo Airports & Airline Services Magazine,* and *DC Haulage Magazine*.

This reflects the real-world exposure, quality of work, and industry relevance you'll gain as part of our team.

**Position Summary**

Are you creative, curious and eager to see how marketing works in a truly global industry? As a **Digital Communications Intern** at **B&H Worldwide**, you'll help shape how the world sees one of aviation's leading logistics specialists.

This internship gives you the chance to get your hands dirty in real projects — from creating social media content and shooting short videos to supporting major aviation MRO events. You'll work alongside experienced marketing professionals, gaining direct mentorship and insight into how marketing strategy and execution come together in a fast-paced, international B2B environment.

If you're passionate about digital storytelling, love experimenting with creative ideas and want to build a professional portfolio that stands out, this role is for you.

**[CONT. TO NEXT PAGE]**

**Company Name**
B&H Worldwide (SG) Pte Ltd

**Website**
https://bhworldwide.com/

**No. of Vacancies**
01

**Internship Allowances**
SGD$1100

Internship Application QR Code (Submit Resume):

# Job Availablitiy

Project IMDD

## Position: Digital Communications Intern

B&H WORLDWIDE
LEADERS IN AEROSPACE LOGISTICS

**Company Name**
B&H Worldwide (SG) Pte Ltd

**Website**
https://bhworldwide.com/

**No. of Vacancies**

**Internship Allowances**
SGD$1100

Internship Application
QR Code (Submit Resume):

**Key Responsibilities**

**SharePoint Content Management**

- Assist in creating, updating, and publishing content on the company website and SharePoint intranet.
- Maintain SharePoint pages, ensuring information is accurate, well organized, visually consistent and easy to navigate.
- Format pages with clear headings, sections and readable layouts.
- Track document versions when files are updated.

**Social Media Content Creation**

- Create social media content, including posts, captions, graphics, short videos, and campaign materials for LinkedIn, Instagram, Facebook and Thread.
- Support the content calendar by planning, scheduling, and publishing posts across social media platforms.
- Draft and edit newsletters, announcements, articles, presentations, and internal communications.

**Photo & Video Editing**

- Assist with photo and video editing for web and social media use.
- Create short-form videos for Instagram Reels, TikTok, Facebook, LinkedIn, and YouTube Shorts.

**Performance Monitoring & Reporting**

- Monitor social media and website performance, including engagement, reach, clicks, audience insights and prepare simple monthly reports.
- Compare monthly performance against the previous month to identify growth, declines, and patterns.

**What You Will Gain**

- **End-to-End Marketing Experience** — Work across all areas of B2B marketing: content creation, digital campaigns, video production and event coordination.
- **Creative Development** — Build storytelling and visual communication skills by producing content that will be used on real global platforms.
- **Hands-On Video Skills** — Learn the full video creation process, from scripting and filming to editing for professional and social media channels.
- **Professional Mentorship** — Receive one-to-one guidance from highly experienced Content and Digital Marketing Managers.
- **Industry Exposure** — Gain first-hand insight into the aerospace logistics sector through site visits and networking opportunities.

**[CONT.TO NEXT PAGE]**

# Job Availablitiy

Project IMDD

## Position: Digital Communications Intern

**Company Name**
B&H Worldwide (SG) Pte Ltd

**Website**
https://bhworldwide.com/

**No. of Vacancies**

**Internship Allowances**
SGD$1100

Internship Application QR Code (Submit Resume):

### Qualifications & Skills

- Currently pursuing a **Diploma / Degree from a Polytechnic or university** in **Marketing, Mass Communication, Business, Media, Digital Design, or related disciplines**.
- Strong interest in **digital marketing, social media, content creation and video storytelling**.
- Basic familiarity with design tools such as **Canva** or email platforms like **Mailchimp**.
- Familiarity with **video editing tools** such as **CapCut**, **DaVinci Resolve**, or similar software will be an advantage.
- Ability to **film and edit short-form, viral-style videos** (e.g. TikTok or Instagram Reels) is an advantage but not essential.
- Creative thinker with good written and verbal communication skills.
- Proactive, detail-oriented, and able to work both independently and collaboratively.
- Enthusiasm to learn, experiment and adapt in a fast-paced environment.

### Additional Information

- This is a **full-time, 6-month on-site internship** based at B&H Worldwide's Singapore office.
- Candidates should be available to work standard office hours and may occasionally assist with marketing events outside office hours.

### How to Apply

Interested applicants are invited to submit:

1. A **CV** outlining your academic background and experience.
2. A **portfolio or sample of creative work** — this may include school projects, social media content, videos, or other creative materials.
3. A short note explaining why you're interested in marketing for the logistics and aviation industry.

**Assessment process:** Shortlisted candidates will be invited for an interview and will be required to complete a **practical assignment** to assess creativity, writing, and visual communication skills.

Only shortlisted candidates will be notified.

Project IMDD

# Job Availablitiy

## Position: Business Development Intern

CTI LOGISTICS

**Company Name**
CTI Logistics Pte Ltd

Website
https://ctisin.com/home/

No. of Vacancies
01

Internship Allowances
SGD$1100

Internship Application QR Code (Submit Resume):

07

### Job Description

We're Looking for Candidates Who Are:

- Strong communication and interpersonal skills with the ability to engage international stakeholders professionally
- Meticulous attention to detail, particularly when preparing quotations and handling commercial information
- Proficiency in Microsoft Office (Word, Excel) for documentation, data management, and administrative tasks
- No prior experience required — we provide full training and welcome candidates who are eager to learn, adaptable, and committed
- Only Singapore Citizens or Singapore Permanent Residents (PR) may apply
- Strong written and verbal communication skills in English

Key Responsibilities

- Act as the primary point of contact for overseas agents and partners, fostering strong, long-term working relationships
- Address and resolve all international stakeholder inquiries efficiently across communication channels
- Draft, review, and deliver professional quotations aligned with commercial terms and pricing structures
- Represent the organisation at industry conferences, trade missions, and networking events to expand global reach
- Facilitate seamless information flow and coordination between headquarters and overseas counterparts
- Support cross-border business development activities as required

# Job Availablitiy

Project IMDD

## Position: FedEx Intern

**Company Name**
CTI Logistics Pte Ltd

**Website**
https://www.fedex.com/en-sg/home.html

**No. of Vacancies**
01

**Internship Allowances**
SGD$1100

Internship Application
QR Code (Submit Resume):

### Job Description

**We're Looking for Candidates Who Are:**

- Responsible for leveraging specialized knowledge to provide expert guidance to employees, management, or customers.
- Managing and maintaining systems or processes, and executing projects to develop or improve systems and processes as needed.
- Additionally, applies specialized expertise to perform and evaluate specific processes and procedures across departments.
- Contributing to the attainment of divisional and organizational objectives, and leads or participates in the design, development, and implementation of processes within the designated area of expertise.

**Key takeaways include:**

- To perform data analysis on productivity and service information, analyze and recommend service recovery/improvement plans to meet and exceed service standards
- To be a team player in operation team to drive process and service improvement with strong and effective communication skill, addressing any upcoming operational issue proactively and progressively with the related stakeholder
- To develop performance reports and dashboards leveraging on Power BI to enhance Operations performance
- To propose innovative solution and process improvement to achieve operations excellence by using LEAN, AGILE and Design Thinking concept
- To assist in developing tools to enhance Operations performance using Robotic Process Automation (RPA)

# Job Availablitiy

## Operations Assistant (Air Freight)

**Reports To:** Air Freight Supervisor/Manager
**Location:** 7 Airline Road, Cargo Agents Building E, #01-03, S (819834)
**Working Hours:**
Monday to Friday: 9:00 AM – 6:00 PM,
alternate Saturday: 9:00 AM – 1:00 PM

**Job Summary**
The Operation Assistant (Air Freight) is responsible for supporting daily air freight operations, ensuring smooth coordination of shipments, documentation, customer service, and timely communication with airlines, agents, customers, and internal departments.

**Key Responsibilities:**
**Shipment Coordination**
- Handle daily air export and import shipments from booking to delivery.
- Coordinate with airlines, freight forwarders, overseas agents, transporters, and customers.
- Arrange cargo bookings and monitor flight schedules.
- Track shipment status and provide updates to customers.

**Documentation**
- Prepare and process air freight documents such as:
  - Air Waybill (AWB)
  - House Air Waybill (HAWB)
  - Commercial Invoice
  - Packing List
  - Delivery Order
  - Customs permits / declarations
- Ensure all shipping documents are accurate and submitted on time

**Costing, Billing & Invoicing**
- Prepare shipment costing for import and export jobs.
- Verify freight charges, port charges, haulage, customs clearance, storage, and other related costs.
- Ensure accurate customer billing based on quotations, rate sheets, and approved charges.
- Generate invoices, debit notes, and credit notes promptly.
- Check vendor / supplier invoices against actual services rendered.
- Follow up on billing discrepancies and resolve invoice issues.
- Update costing and billing records in the system.
- Submit billing reports and job profitability reports when required.

**Customer Service**
- Respond promptly to customer inquiries regarding shipment schedules, rates, and cargo status.
- Resolve shipment issues and escalate when necessary.
- Maintain good relationships with clients and vendors.

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Project IMDD

KC INTERNATIONAL Logistics Solutions

**Company Name**
KC Intl (S)Logistics Pte Ltd

**Website**
https://www.kc-intl.com/

**No. of Vacancies**
01

**Internship Allowances**
SGD$1100

Internship Application
QR Code (Submit Resume):

# Job Availablitiy

Project IMDD

KC INTERNATIONAL Logistics Solutions

**Company Name**
KC Intl (S)Logistics Pte Ltd

**Website**
https://www.kc-intl.com/

**No. of Vacancies**
01

**Internship Allowances**
SGD$1100

Internship Application QR Code (Submit Resume):

**[Cont.]**

**Operations Support**

- Liaise with warehouse team for cargo receiving, packing, labelling, and collection.
- Coordinate customs clearance and last-mile delivery arrangements.
- Ensure compliance with airline regulations, customs rules, and company SOPs.
- Assist in handling urgent / time-sensitive shipments.

**Administrative Duties**

- Update shipment records in system/software.
- Filing of shipping documents and records.
- Prepare operational reports when required.
- Support any ad-hoc duties assigned by management.
- Use basic AI tools (e.g. for drafting emails, reports, and document formatting) to improve efficiency and accuracy.

**Job Requirements for Interns (Air Freight Assistant)**

- Currently pursuing or recently completed Nitec / Higher Nitec / Diploma in Logistics, Supply Chain, Business Administration, or related field.
- Strong interest in air freight, logistics, and international trade operations.
- Willingness to learn and adapt in a fast-paced working environment.
- Basic knowledge of Microsoft Office (Excel, Word, Outlook).
- Good communication and interpersonal skills.
- Able to work independently as well as in a team.
- Responsible, punctual, and disciplined attitude.
- Strong attention to detail and accuracy.
- Able to work under pressure and meet deadlines.
- Willing to handle administrative and coordination tasks.
- Able to commit to internship period as required by school or company.

**What Interns Will Learn**

- Air import and export shipment coordination.
- Air freight documentation (AWB / HAWB / invoices / permits).
- Flight booking and shipment tracking processes.
- Customer service and communication with agents / airlines.
- Basic costing, billing, and invoicing procedures.
- Cargo handling procedures and operational workflow.
- Workplace compliance and logistics industry practices.

# Job Availablitiy

Project IMDD

## Operations Assistant (Sea Freight)

KC INTERNATIONAL Logistics Solutions

**Company Name**
KC Intl (S)Logistics Pte Ltd

**Website**
https://www.kc-intl.com/

**No. of Vacancies**
01

**Internship Allowances**
SGD$1100

Internship Application
QR Code (Submit Resume):

**Reports To:** Sea Freight Supervisor/Manager
**Location:** 7 Airline Road, Cargo Agents Building E, #01-03, S (819834)
**Working Hours:**
Monday to Friday: 9:00 AM – 6:00 PM,
alternate Saturday: 9:00 AM – 1:00 PM

**Job Summary**

The Operation Assistant (Sea Freight) is responsible for supporting daily sea freight operations, ensuring smooth coordination of import and export shipments, accurate documentation, timely vessel arrangements, and effective communication with customers, carriers, overseas agents, and internal departments.

**Key Responsibilities:**

**Shipment Coordination**

- Handle daily sea import and export shipments from booking to final delivery.
- Coordinate with shipping lines, freight forwarders, overseas agents, hauliers, depots, and customers.
- Arrange cargo bookings, container movements, and monitor vessel schedules.
- Track shipment status and provide timely updates to customers.
- Coordinate stuffing / unstuffing, trucking, and delivery schedules.

**Documentation**

- Prepare and process sea freight documents such as:
  - Bill of Lading (BL)
  - House Bill of Lading (HBL)
  - Commercial Invoice
  - Packing List
  - Delivery Order
  - Shipping Instructions
  - Customs permits / declarations
- Ensure all shipping documents are accurate and submitted on time.

**Costing & Billing**

- Prepare shipment costing and verify all vendor charges.
- Ensure accurate billing to customers based on agreed rates and services rendered.
- Issue invoices, debit notes, and credit notes promptly.
- Check supplier invoices against quotations and actual services provided.
- Follow up on billing discrepancies and resolve invoice issues.
- Maintain proper billing records and submit reports when required.

[Cont. to Next Page]

# Job Availablitiy

Project IMDD

KC INTERNATIONAL Logistics Solutions

**Company Name**
KC Intl (S)Logistics Pte Ltd

Website
https://www.kc-intl.com/

No. of Vacancies
01

Internship Allowances
SGD$1100

Internship Application
QR Code (Submit Resume):

**[Cont.]**

**Customer Service**

- Respond promptly to customer inquiries regarding shipment schedules, rates, container status, and delivery timelines.
- Resolve shipment issues, delays, or documentation discrepancies.
- Maintain strong relationships with clients, carriers, and vendors.

**Operations Support**

- Liaise with warehouse and transport teams for cargo receiving, container loading/unloading, packing, and delivery.
- Coordinate customs clearance and port-related arrangements.
- Ensure compliance with shipping regulations, customs rules, and company SOPs.
- Assist in urgent / time-sensitive shipments and schedule changes.

**Administrative Duties**

- Update shipment records in system/software.
- Filing of shipping documents and operational records.
- Prepare reports when required.
- Support any ad-hoc duties assigned by management.
- Use basic AI tools (e.g. for drafting emails, reports, and document formatting) to improve efficiency and accuracy.

**Job Requirements for Interns (Sea Freight Assistant)**

- Currently pursuing or recently completed Nitec / Higher Nitec / Diploma in Logistics, Supply Chain, Business Administration, or related field.
- Strong interest in sea freight, shipping, logistics, and supply chain operations.
- Willingness to learn and adapt in a fast-paced working environment.
- Basic knowledge of Microsoft Office (Excel, Word, Outlook).
- Good communication and interpersonal skills.
- Able to work independently as well as in a team.
- Responsible, punctual, and disciplined attitude.
- Strong attention to detail and accuracy.
- Able to work under pressure and meet deadlines.
- Willing to handle administrative and coordination tasks.
- Able to commit to internship period as required by school or company.

**What Interns Will Learn**

- Sea import and export shipment coordination.
- Shipping documentation (Bill of Lading, HBL, invoices, permits).
- Vessel booking, container movement, and shipment tracking processes.
- Coordination with shipping lines, hauliers, depots, and overseas agents.
- Basic costing, billing, and invoicing procedures.
- Customs clearance and logistics workflow.
- Customer service and freight forwarding operations.
- Workplace compliance and shipping industry practices.

# Job Availablitiy

## Human Resource & General Administration

Project IMDD

KC INTERNATIONAL
Logistics Solutions

**Reports To:** Managing Director
**Location:** 7 Airline Road, Cargo Agents Building E, #01-03, S (819834)
**Working Hours:**
Monday to Friday: 9:00 AM – 6:00 PM,

**Job Summary**
The HR & GA staff manages the full spectrum of human resources and general administration functions, supporting the employee lifecycle and day-to-day business needs. This includes recruitment, employee relations, payroll, benefits, work passes, office facilities, procurement, IT coordination and corporate administration. Serves as the main point of contact for HR and administrative matters, maintains confidential records and coordinates requirements across the office and warehouse locations.

**Key Responsibilities:**

- Manage recruitment, employment offers, contracts, onboarding, probation, confirmations and employee exits.
- Process payroll, attendance, leave, overtime, allowances, bonuses, CPF contributions and employee claims.
- Handle work pass applications, renewals, cancellations and quota monitoring, and coordinate relevant submissions.
- Maintain employee records, administer QuickHR, and manage medical benefits, insurance and HR enquiries.
- Prepare HR policies, letters, memos and reports; handle employee relations and coordinate performance reviews.
- Coordinate internships, training, government claims and employment-related funding documentation.
- Oversee office and warehouse administration, supplies, cleaning, maintenance, tenancy renewals and vendor contracts.
- Manage procurement, quotations and asset records; coordinate IT, telecommunications and system support.
- Arrange airport passes, vehicle parking certificates, season parking and related administrative renewals.

**Company Name**
KC Intl (S)Logistics Pte Ltd

Website
https://www.kc-intl.com/

No. of Vacancies
01

Internship Allowances
SGD$1100

Internship Application
QR Code (Submit Resume):

13

Project IMDD

# Job Availablitiy

## Operations Assistant (Warehouse)

KC INTERNATIONAL
Logistics Solutions

**Company Name**
KC Intl (S)Logistics Pte Ltd

Website
https://www.kc-intl.com

No. of Vacancies

Internship Allowances
SGD$1100

Internship Application
QR Code (Submit Resume):

[Cont.]

- Check vendor invoices, submit payment requests and maintain records in TXRM with Accounts.
- Coordinate STP renewal documentation, compliance records and management reporting.
- Arrange business travel, accommodation, corporate gifts and staff activities; handle other assigned HR & GA matters.

What Interns Will Learn

- Daily HR and general administration processes.
- Recruitment coordination, onboarding and employee documentation.
- Basic payroll, attendance, leave and claims administration.
- Updating employee records and using HR systems such as QuickHR.
- Office administration, procurement and vendor coordination.
- Preparing letters, memos and reports.
- Workplace communication, time management and problem-solving.
- Handling confidential information responsibly.

# Job Availablitiy

## Operations & Customer Service (Freight

Project IMDD

SKY LEADER
Freight Pte Ltd

**Company Name**
Sky Leader Freight Pte Ltd

Website
https://skyleader.com.sg/

No. of Vacancies
02

Internship Allowances
SGD$1100

Internship Application
QR Code (Submit Resume):

Job Type: Sales Internship (Full-time/Part-time)

**Job Summary:**

We are seeking dynamic and motivated interns to support our operations and customer service teams by learning and executing Standard Operating Procedures (SOPs). This role offers hands-on experience in cross-functional collaboration, streamlined workflows, that ensures regulatory compliance, not compromising customer satisfaction. The ideal candidate is eager to learn, detail-oriented, and thrives in a fast-paced, team-oriented environment.

**Key Responsibilities:**

**SOP Tasks**

- Alignment of SOPs for operational workflows and customer service processes.
- Work with operations, customer service, and administrative teams to understand and execute existing procedures.
- Conduct process reviews and identify opportunities for improvement.

**Requirements:**

- Interest in freight forwarding, logistics, and customer service operations.
- Strong written communication skills and attention to detail.
- Ability to work independently and collaborate with different teams.
- Proficient in Microsoft Office Suite and documentation tools.

**Benefits:**

- Hands-on industry experience in freight forwarding and logistics.
- Exposure to real-world operational challenges and customer service interactions.
- Opportunity to learn from experienced professionals and improve problem-solving skills.
- Potential career opportunities within the company upon successful internship completion.

Project IMDD

# Job Availablitiy

## Position: Air Freight Intern

Location: **9 Airline Road #01-07 Cargo Agents Building D, Singapore 819827**

Duration: **Approx. 20 weeks**

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UAF

**Company Name**
Union Air Freight (S) Pte Ltd

Website
http://www.uafsin.com.sg/

No. of Vacancies
2 – 4pax

Internship Allowances
SGD 1100

Internship Application QR Code (Submit Resume):

Job Overview:

This internship offers candidates hands-on experience in one of our departments based on business needs – Sales Support, Customer Service, Import Operations, Export Operations, Traffic Operations and Finance/Admin/HR. The intern will be exposed to key business functions, including tasks like shipment preparation, shipping documentation, customer coordination, sales quotation, truck schedule arrangement etc.

This role is ideal for candidates seeking a broad understanding of air freight while developing practical skills in communication, organization, and system usage within a dynamic, fast-paced work environment.

**Key Responsibilities:**

**Department 1: Sales Support**

- Prepare customer quotations based on airline rates and internal pricing guidelines.
- Coordinate with customer service, operations teams, and external parties to execute and monitor shipments.
- Respond to enquiries from customers and internal departments.
- Build and maintain strong customer relationships while gathering market information.
- Perform other assigned duties.

**Department 2: Customer Service**

- Create air export jobs and prepare job costing in the freight management system (Freight Master).
- Prepare freight quotations and coordinate shipment arrangements for customers.
- Liaise with airlines on rates and booking arrangements based on shipment requirements.
- Provide export operation instructions, including AWB preparation, special handling, and cargo lodge-in requirements.

Project IMDD

# Job Availablitiy

[Cont.]

- Support daily operations through documentation, filing, and shipment tracking.
- Perform other assigned duties.

**Department 3: Import Operations**

- Create and process import jobs in Freight Master accurately.
- Coordinate shipment details and prepare import clearance documents.
- Arrange terminal clearance and coordinate deliveries with traffic planners.
- Maintain accurate records in compliance with company and regulatory requirements.
- Support daily operations, documentation, and shipment tracking.
- Perform other assigned duties.

**Department 4: Export Operations**

- Prepare and cut export air waybills (AWB) based on shipping instructions.
- Coordinate shipment details and prepare export documentation.
- Maintain accurate records in compliance with company and regulatory requirements.
- Support daily operations, documentation, and shipment tracking.
- Perform other assigned duties.

**Department 5: Transport Operations**

- Assist in planning truck routing and delivery schedules.
- Coordinate outsourced trucking arrangements with transport vendors.
- Data recording of transport jobs.
- Review traffic function and suggest process improvement ideas.
- Perform other assigned duties.

**[CONT. TO NEXT PAGE]**

UAF

**Company Name**
Union Air Freight (S) Pte Ltd

Website
http://www.uafsin.com.sg/

No. of Vacancies
2-4 pax

Internship Allowances
SGD 1100

Internship Application
QR Code (Submit Resume):

# Job Availablitiy

Project IMDD

[Cont.]

**Department 6: Finance/Admin/HR**

- Assist with data entry, filing, and verification of financial documents.
- Support accounts payable team in ensuring timely payments.
- Assist internal teams with digitalisation and process improvement initiatives.
- Support staff welfare activities, training, and employee engagement programmes.
- Perform other assigned duties.

**Requirements:**

- Pursuing a Nitec / Diploma / Degree in Business, Logistics, Supply Chain or other related fields.
- Good written and verbal communication in English; able to interact professionally with internal teams and external parties.
- Accuracy in data entry, document handling, and system updates is essential across all roles.
- Basic knowledge of Microsoft Office (especially Excel, Word, Outlook)
- Proactive, adaptable, and able to manage tasks across different departments with a team-oriented mindset.

**What you will gain:**

**Holistic Air Freight Business Understanding**

- Gain exposure to operational, customer-facing, and support functions across the air freight industry.

**Practical Skills Development**

- Develop technical and administrative skills through hands-on experience in documentation, communication, and data handling.

**Communication & Coordination Skills**

- Strengthen interpersonal, coordination, and problem-solving skills through collaboration with internal teams, clients, and overseas agents.

**Career Exposure & Versatility**

- Explore different business functions to discover career interests and build industry readiness.

UAF

**Company Name**
Union Air Freight (S) Pte Ltd

Website
http://www.uafsin.com.sg/

No. of Vacancies
2 – 4pax

Internship Allowances
SGD 1100

Internship Application
QR Code (Submit Resume):



Project IMDD

Overall List of Job Positions

(Available on the Project IMDD website, these companies are not onsite at Nanyang Polyethnic)

**[List of Participating Companies with Available Job Positions and Descriptions]**
**For 26th November 2026 Project IMDD Event**

As a gentle reminder, these companies are not participating onsite at Nanyang Polytechnic, but students may still submit applications for their internship openings through the Project IMDD website.

## 1) Logisteed Pte Ltd.

Forwarding Intern (Air & Sea Freight)





**Please note that these companies are not present onsite on 26th November 2026 event, however, you may apply for their available vacancies via the link:*
https://www.saaa.org.sg/project-imdd/applicants#imdd-internship-form

# Job Availablitiy

Project IMDD

LOGISTEED

**Job Position: Forwarding Intern (Air & Sea Freight) Intern**

**Department: Forwarding Intern (Air & Sea Freight),**

**Key Responsibilities**

- Assist in coordinating the collection and delivery of shipments with transport providers.
- Assist in calculating air and sea freight rates and associated transportation costs.
- Support the preparation and issuance of customer invoices.
- Verify shipping and transport documents for accuracy, completeness, and compliance with applicable requirements.
- Assist in preparing shipping and transport documentation for air and sea freight shipments.
- Support the collection, distribution, and filing of shipment documents from carriers, customers, and service providers.
- Assist in communicating shipment information and documentation with carriers, overseas offices, agents, and customers.
- Support cargo booking arrangements with airlines, shipping lines, and transport providers.
- Enter vendor cost information and operational data into Cargo Wise and other relevant systems.
- Update shipment milestones and maintain accurate operational records in the company's systems.
- Support customer service activities, including shipment status updates and responding to routine enquiries.
- Perform general administrative and operational support duties as assigned by the department and HOD.

**You will gain practical exposure to:**

- Air Freight Operations
- Ocean Freight Operations
- Import & Export Documentation
- Customer Service and Shipment Coordination
- Freight Pricing and Costing
- Billing and Cost Entry Processes
- Cargo Wise and Freight Management Systems
- Coordination with Overseas Offices, Agents, Carriers, and Customers

**You should have:**

- Familiar with Incoterms
- Strong in Microsoft Office
- Good interpersonal and communication skills

**Company's Name**
Logisteed, Ltd

Website
**https://www.logisteed.com/en/**

No. of Vacancies
02

Internship Allowances
SGD$1100

Internship Application
QR Code (Submit Resume):

20

# Job Availablitiy

Project IMDD

## Job Position: Air Export Customer Service Officer

MORRISON EXPRESS

**Company's Name**
Morrison Express

Website
**https://www.morrisonexpress.com/**

No. of Vacancies
02

Internship Allowances
SGD$1100

Internship Application QR Code (Submit Resume):

**JOB SUMMARY:**
The role of Air Export Customer Service Officer manages end-to-end air export shipments and ensure seamless coordination between customers, airlines, overseas agents, and internal teams. You will play a key role in delivering operational excellence, regulatory compliance, and outstanding customer service.

**KEY RESPONSIBILITIES**

**Customer Service & Milestone Management**

- Handle export airfreight bookings from customers and overseas agents
- Coordinate with airlines, truckers, warehouse team, etc.
- Adhere to customers SOP and requirements
- Respond to customer inquiries, provide flight options, and issue booking confirmation within established internal SOPs (e.g., target 1-hour windows)
- Ensure compliance with airline, IATA, customs and company regulations
- Monitor cargo cut-off times, flight schedules and shipment status
- Managing customers and company portal for traceability of shipments
- Maintain good relationships with both internal and external stakeholders
- Resolve shipments issues such as delays, rollovers, documentation discrepancies, or rate disputes
- Verify vendors and airline invoices against agreed freight rates to identify discrepancies prior to final billing submission
- Proactively coordinate first-mile logistics, including arranging cargo collections at customer premises and tracking transit to the warehouse

**Permit Submission**

- Submission of documentation for permit declaration
- Review permit report and ensure all shipments are declared
- Comply with AED requirements
- Basic knowledge of customs export regulations

**Shipment Uplifting**

- Check and update shipment uplifting timing in report file and system
- Communicate shipment status to internal/external stakeholders

**Adhoc**

- Any Adhoc duties assigned by the Supervisor/Manager

**ESSENTIAL JOB QUALIFICATIONS**

- Education/Technical Skills
- Proficiency in MS Office

**Key Behavioural Competencies**

- Team player and Proactive
- Meticulous and strong organization skills
- Ability to work both independently and within a team
- Excellent interpersonal and communications skills
- Perform shift work and overtime on weekends
- Able to work under pressure and meet tight deadline